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How to “Send As” from a Generic Account
How to “Send As” from a Generic Account

Full Summary
The following details the steps taken to edit the “From” field so as to send mail from a generic account. This process is longer the first time you send from a specific generic account, but subsequent occurrences will be shorter as the generic account will be added to the ‘From’ dropdown list.

First time setup Step - by - Steps
1. **Compose a new message**, F1
2. **Click the three dots (more actions)** in the top of the new message window
3. **Select “Show from”** from the dropdown menu, F2
4. **Left click on the Email address in the “From field”**
5. **Select “remove”** F3
6. **Type in the address of the generic account** that you wish to send as.
   a. **Type the full address of the account until it displays in the dropdown list, at which you can select the address when it appears, F4**
7. **Compose your message and click send**, F5

After successfully sending from an address, you will be able to select that address from the “From” drop-down anytime you wish to send from the address in the future without typing it in. Repeat Steps 1-2, then select the address from the From line dropdown, as shown below.

F4: Enter generic ‘send as’ address

F5: Compose and Send

For additional help, please call 314-977-4000 to speak with the IT Helpdesk
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